

**PCDL - Help Tool**

**Project proposal**

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Version: 1.0

# Project executive summary

A Web based tool that will help new staff members learn how to use Insite, Outlook and teach them understanding polytechnic network.

## 

## Project Name: Help Tool

**Team Name**: PCDL

**Team Members**: Peter Love, Chen Ding

**Client:** Brian Treanor

**Project Sponsor**: Otago Polytechnic

**Project Supervisors**: Hamish Smith, Samuel Mann

## Project Description:

**Goal:** To decrease the time waste of each new staff member training cost.

**Objectives:**

To provide a web based tool that will help new staff members learn how to use Insite, Outlook and teach them understanding polytechnic network.

## Deliverables:

|  |  |  |
| --- | --- | --- |
|  | ***Details*** | ***Estimated Date*** |
| Project Start | When we start the project |  |
|  |  |  |
| Release One | Project Proposal | 2 Feb, 2010 |
| Release Two | Functional Delivery | 8 Apr, 2010 |
| Release Three | Robust Delivery | 11 Nov, 2010 |
|  |  |  |
| Project End |  |  |

**Development Estimates (person/hours):**

Client: Brian Treanor Project Team: Help Tool

3 hours per day 4 hours per day combined

Date: 26 Feb, 2010

Section Two: Business Outline

# Business statements

## Client Mission Statement:

To provide excellent lifelong learning opportunities relevant to our communities.

## Business description:

The purpose of the business is to provide a useful website that can successfully decrease the time waste of each new staff member in training.

## Business objectives:

To build an interactive educational website that will meet the needs of Otago Polytechnic as there is no familiar website available.

Section Three: Methodology

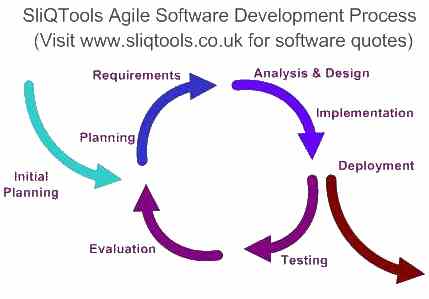
# Project Methodology

We are basically using agile framework for this project and also scrum meeting will be hold twice a week. We use agile framework not only because we believe it will give us the best results, but also will give us a very good opportunity to communicate with our Client and advisors.

The Agile framework basically includes three iterations, in each of iteration it contains six parts, there are:

Evaluate, Functional Requirements, Design Concepts, Design Specifications, Implementation, and Evaluation. In each of the part, it has five sectors, there are: Understanding, construct, evaluate, communicate, steer.

To able to do this, the scrum meeting will be hold each week, we will work out what we did do, what we are doing and what we are going to do.



Section Four: Project Outline

# Project Outline

## Project Description

To make a project that informs new staff members about the information they need to know.

# Project risks

## Economic Feasibility

## This does not apply to us since we are not getting paid for this.

## Technical Feasibility

* Network being down for multiple days.
* Client out of the Polytechnic for any duration of time.
* Either Peter or Chen going ill for a long duration of time.

## Operational Feasibility

* Not having obtained Insite or Outlook so as to see what PCDL is trying to do.

## Legal, Ethical and Contractual Feasibility

## No ramifications are visible within the making of this paper.

## Political Feasibility

## Peter Love having to go to work.

* Overload of paperwork from other classes.

## Risk Action Plan

For the risks you have identified in the above sections, describe what steps you will take to minimize the impact.

|  |  |  |
| --- | --- | --- |
| **Risk Area** | **Level (H/M/L)** | **Risk Plan** |
| 1. Network being down for multiple days. | H | Backup Planning |
| 2. Client out of the Polytechnic for any duration of time. | M | Set up meeting times and give Wiki address to Brian. |
| 3. Either Peter or Chen going ill for a long duration of time. | L | Send frequent emails to each other so that the other person can continue working. |
| 4. Not having obtained Insite or Outlook so as to see what PCDL is trying to do. | H | Hound Sam and Hamish for Insite and Outlook. |
| 5. Peter Love having to go to work | L | Try to work around whenever Peter needs to work. |
| 6. Overload of paperwork from other classes | L | Project **always** comes first. |